

# UCSD New Laboratory Worker Checklist (Technical Laboratories)

PI: \_\_\_\_\_

New Worker Name: \_\_\_\_\_

Complete this form and upload a copy into the lab worker's profile [in Training Analytics](#).

1. Type "New" in the training filter box, and select New Worker Checklist.

2. Click Search

3. Upload this completed document via the cloud icon next to the lab worker's name

Is the new worker ***not*** a UCSD student or staff member? An Affiliate Account will be needed.  
[Contact your DSA to request this.](#)

**Prior to starting work, all laboratory staff, students, volunteers must complete:**

- Register for [Injury and Illness Prevention Program Training](#) in UC Learning Center: \_\_\_\_\_
- Online [Annual Shop & Studio Environmental Compliance & Hazards Training](#) in UC Learning Center: \_\_\_\_\_

Read and confirm your PI's Laboratory Hazard Assessment Tool (LHAT): \_\_\_\_\_

Additional Training is required prior to Supervising staff or work with the following (enter date or 'NA'):  
Training programs can be found on UC Learning

- |   |  |
|---|--|
| <input type="checkbox"/> <a href="#">Supervisor Safety</a> : _____          | <input type="checkbox"/> <a href="#">Ladder &amp; Lift</a> : _____ |
| <input type="checkbox"/> <a href="#">Lockout/Tagout Training</a> : _____    | <input type="checkbox"/> <a href="#">Forklift Use</a> : _____      |
| <input type="checkbox"/> <a href="#">UC Driver Responsibilities</a> : _____ | <input type="checkbox"/> <a href="#">Fall Protection</a> : _____   |

### Lab-specific Safety Orientation:

Have you been shown the locations/procedures related to the following?

- |  |   |
|--|---|
| <input type="checkbox"/> Fume hoods and other engineering controls     | <input type="checkbox"/> <a href="#">Reporting injuries</a> to your PI  |
| <input type="checkbox"/> Hazardous material storage locations          | <input type="checkbox"/> Emergency response guide   |
| <input type="checkbox"/> Fire extinguishers and pull stations          | <input type="checkbox"/> Waste procedures for your lab, including accumulation areas, labeling requirements and registration in/use of the <a href="#">Online Tag Program</a> |
| <input type="checkbox"/> Lab gathering point and evacuation procedures |   |
| <input type="checkbox"/> First aid kits                                |   |
| <input type="checkbox"/> Hazardous materials spill kits                |   |
| <input type="checkbox"/> Eye wash/douse showers                        |   |

**Have you been able to review each of the items below? (UCSD Policies, programs, and training requirements can be found on [blink.ucsd.edu](http://blink.ucsd.edu) )**

- [UC San Diego Laboratory Safety Manual](#)
- [UC San Diego Chemical Hygiene Plan](#)
- [Additional Safety Training for Technical Lab Workers](#)
- Please add additional lab specific process or equipment trainings below (hot work permit, shop equipment, rotary, electrical safety, etc.):
  - \_\_\_\_\_
  - \_\_\_\_\_

Have you been issued or given access to minimum Personal Protective Equipment:

- \_\_\_\_\_  \_\_\_\_\_

Lab coats and safety glasses are provided by EH&S at our PPE fitting office at [UC 401](#), between 10AM and 3PM Mon.-Fri. Visit our [PPE Support for Researchers](#) page for more information.

### AREA SAFETY COORDINATOR ACTION ITEMS

- Add person to [My EH&S Profile](#), and document their PPE assignments
- Send person applicable [Hazard Control Plans](#) for review
- Add New Worker to PI's [LHAT](#)

**Area Safety Coordinator:** \_\_\_\_\_  
Name Signature

**New worker:** \_\_\_\_\_  
Signature Date

Contact the EH&S Research Assistance Program with any questions: [EHSRAP@ucsd.edu](mailto:EHSRAP@ucsd.edu)